

LICENSE EXPRESS FOR INDIVIDUALS

E-Services Account User Guide

Department of Licensing Revised: June 25, 2019



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License eXpress For Individuals

With License express (LX) for individuals you can renew or replace your:

- Tabs and decals for your vehicles, boats and trailers
- Driver license or Enhanced driver license (you must use LX to complete driver license transactions online)
- ID card or Enhanced ID

Stay up-to-date by knowing when:

- Your tab or decal renewal is due
- Your driver license or ID card expires

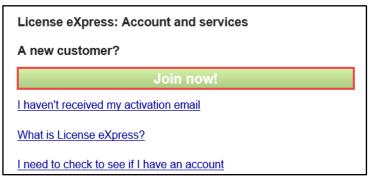
More features offered to you in LX

- · Find out how much your tabs will cost before renewing
- Purchase your drive record
- Replace your driver license or ID card
- Sign up, update, or remove your email renewal reminders we send we send you for your vehicle or boat.

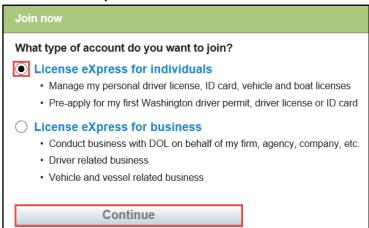
Register for your License eXpress account

If you do not already have a LX account you can register for one using the following process.

- 1. Go to secure.dol.wa.gov
- 2. Click the Join now! button.



3. Select License express for individuals and click Continue.





4. Enter your First name, Last name, and click Continue.



5. Enter **Username**, enter **email**, **confirm email**, and click **Continue**.



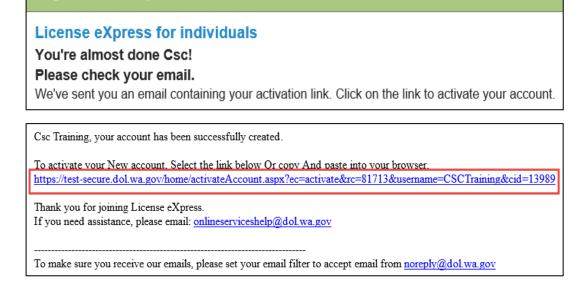
6. Enter a **Password**, **Confirm password**, and click **Register me**. Passwords must have 10 characters and at least 3 of the following: A number, special character (\$ % #), upper case letter, and lower case letter.





Registration - Step 4 of 4

7. Department of Licensing sends you an email to the address you provided. Check your email and click on the **activation** hyperlink. If you do not click on the activation hyperlink, the account will be inactive and you will be unable to login until this step is completed.



8. You have successfully activated your account. Enter your **Username** and **Password** to login to manage your account.

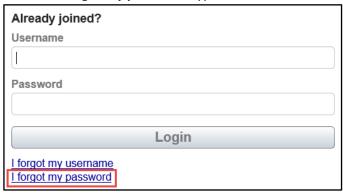




Reset Your Account Password

If you forgot your password to your account, follow the process below to reset your password. You need to wait 20 minutes before completing this process when your account is locked.

- 1. Go to secure.dol.wa.gov.
- 2. Click the I forgot my password hyperlink



3. Enter your **Username**, enter the **Email** address we have on file for you, and click the **Reset my password** button.



4. Department of Licensing sends you an email to the address you provided. Click the **Back** button to return to the login screen.





5. Check your email account. The new temporary password displays in the email. Do not copy and paste the new password when logging in, it must be typed.

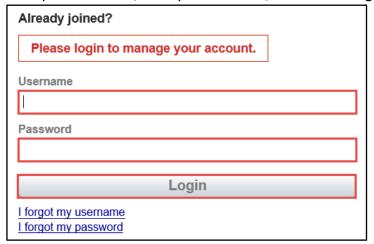
Your License eXpress account password has been reset. Go to https://test-secure.dol.wa.gov/home Do not copy and paste this password. It must be typed.
Y1X5N\$J6Y1
Note: If your account has been locked please wait 20 minutes before logging in with the new temporary password.
Thank you. If you need assistance, please email: onlineserviceshelp@dol.wa.gov
To make sure you receive our emails, please set your email filter to accept email from noreply@dol.wa.gov

6. Wait **20 minutes before logging in** with the new temporary password, if your account is locked.

Add Driver License or ID to your License eXpress Account

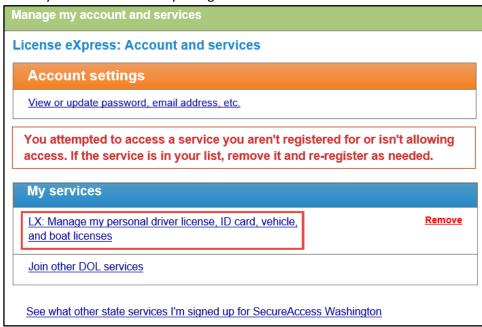
Now that you have registered and activated your account, you can login to manage your account and services. Complete this process if **you already have a Washington state driver license or ID card**. Pre-Apply for your First Washington Driver License or ID Card, if you do not already have one.

- 1. Go to secure.dol.wa.gov.
- 2. Enter your **Username**, enter your **Password**, and click the **Login** button

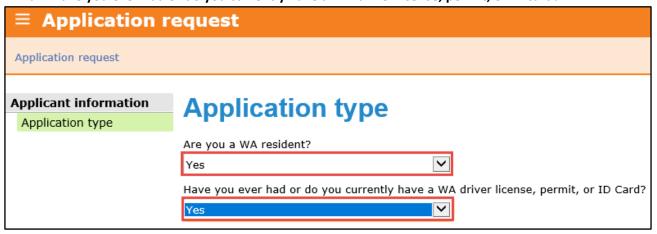




3. Click the **LX: Manage my personal driver license, ID card, vehicle, and boat licenses** hyperlink. This hyperlink will only show the first time you login after the account has been activated.

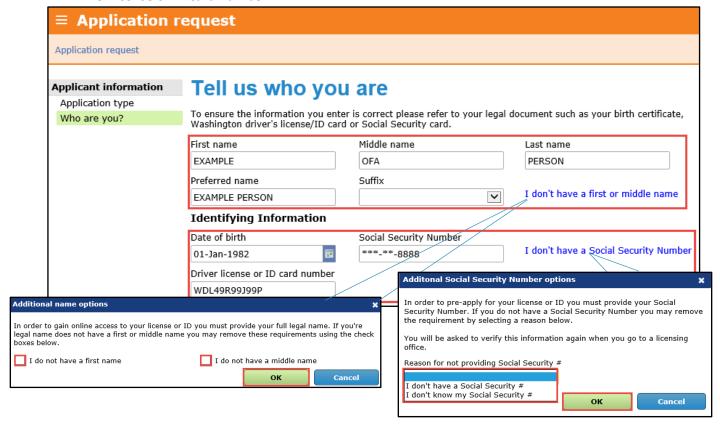


- 4. Answer the following questions and click the **Next** button.
 - a. Are you a WA resident?
 - b. Have you ever had or do you currently have a WA driver license, permit, or ID card?





- 5. Answer the following questions and click the **Next** button:
 - a. Enter First name(if no first name, click the I don't have a first or middle name hyperlink)
 - b. Middle name (if no middle name, click the I don't have a first or middle name hyperlink)
 - c. Last name
 - d. **Preferred name** (if applicable)
 - e. Select a Suffix (if applicable)
 - f. Date of birth
 - g. Social Security Number (if no SSN, click the I don't have a Social Security Number hyperlink)
 - h. Driver license or ID card number



6. Select Preferred phone type, enter Phone number, and click Next.



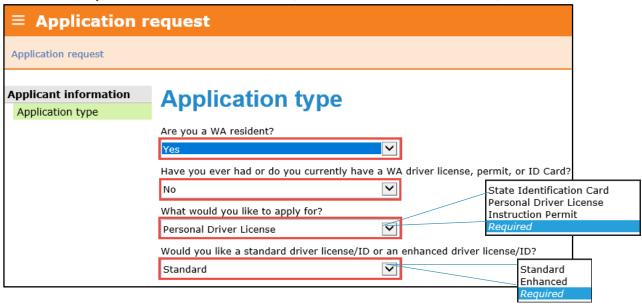
7. Review the summary page information. Click **Submit** When you are ready to proceed.



Pre-Apply for Your First Washington License, Permit, or ID Card

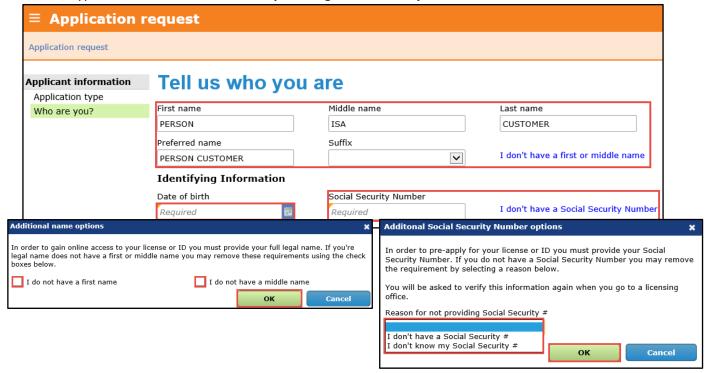
When you log in for the first time after registering your account, you will immediately start the pre-apply process. This process is for someone who does not already have a Washington state driver license or ID card. If you already have a WA state driver license or ID card, you will follow the shorter process to Add Driver License or ID to your License express Account.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Answer the following questions and click the **Next** button.
 - a. Are you a WA resident?
 - b. Have you ever had or do you currently have a WA driver license, permit, or ID card?
 - c. What would you like to apply for?
 - d. Would you like a standard driver license/ID or an enhanced driver license/ID?





- 3. Answer the following information and click the **Next** button:
 - a. **First name**. If you don't have a first name, click the **I don't have a first or middle name** hyperlink, click the **I do not have a first name** box, and click **OK**.
 - b. **Middle name**. If you don't have a middle name, click the **I don't have a first or middle name** hyperlink, click the **I do not have a middle name** box, and click **OK**.
 - c. Last name
 - d. **Preferred name** (if applicable)
 - e. Suffix (if applicable)
 - f. Date of birth
 - g. **Social Security Number**. If you don't have a SSN, click the **I don't have a Social Security Number** hyperlink, select a **Reason for not providing Social Security #**, and click **OK**.

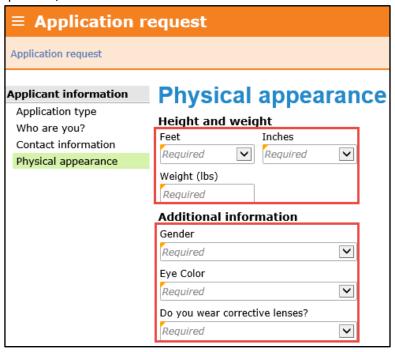


4. Select Preferred phone type, enter Phone number, and click Next.

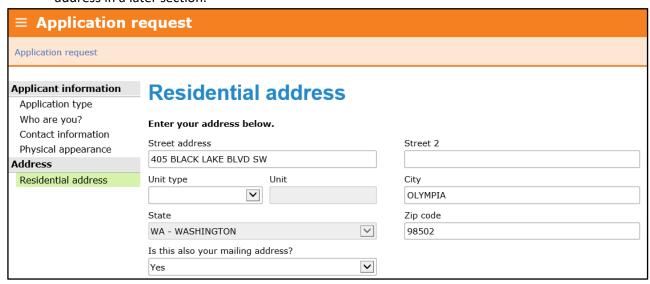




5. Enter **Feet**, enter **Inches**, enter **Weight**, select **Gender**, select **Eye Color**, answer the **corrective lenses** question, and click **Next**.

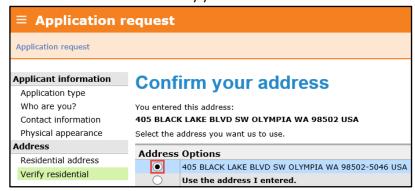


- 6. Complete the following information and click the **Next** button:
 - a. Street address
 - b. City
 - c. Zip code
 - d. **Is this also your mailing address?** If you select No, you have an opportunity to enter your mailing address in a later section.

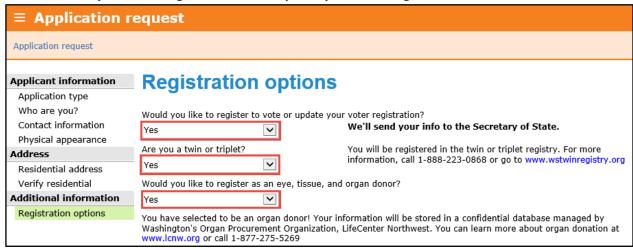




7. Select the radio button to verify your address and click the **Next** button.



- 8. Answer the following questions and click the **Next** button:
 - a. Would you like to vote or update your voter registration?
 - b. Are you a twin or a triplet?
 - c. Would you like to register to vote or update your voter registration?

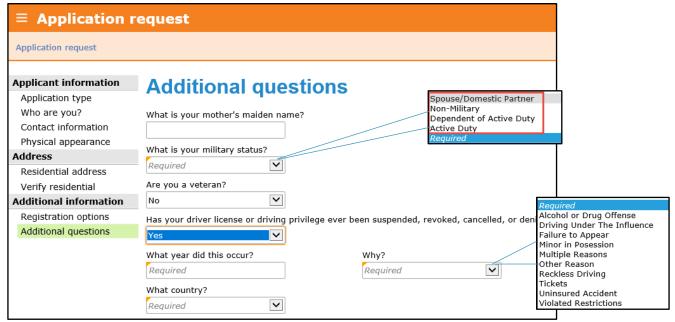


9. Read the Registration certification, click the **checkbox** to certify the statements are true, and click **Next** if you registered to vote in the previous section.





- 10. Answer the following questions and click the **Next** button:
 - a. What is your mother's maiden name?
 - b. What is your military status?
 - c. Are you a veteran?
 - d. Has your driver license or driving privilege ever been suspended, revoked, cancelled, or denied?
 - i. If Yes, What year did this occur?
 - ii. If Yes, Why?
 - iii. If Yes, What Country?



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- 11. Answer the following questions, if applicable, and click the **Next** button:
 - a. Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction? Additional questions will populate if you answer Yes.
 - b. Do you have this card in your possession? Additional questions will populate if you answer Yes.
 - c. Type of Driver License or ID
 - d. Issuing jurisdiction
 - e. Issue date
 - f. Expiration date
 - g. Name as it appears on card
 - h. Driver license or ID number
 - i. Is this a photo document?
 - j. Is this a temporary document?
 - k. Is this an enhanced card?

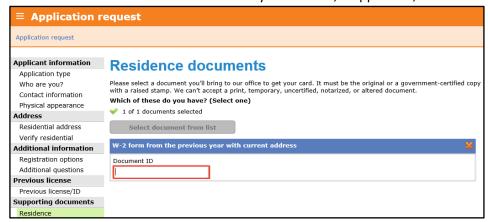


12. Click the **Select document form list** button or check the checkbox for **I don't have any of the documents in this list**. Click the **Select** hyperlink, and click **OK** in the Documents list pop out window. Click this hyperlink to visit to the <u>DOL website</u>, for a list of acceptable proof documents.

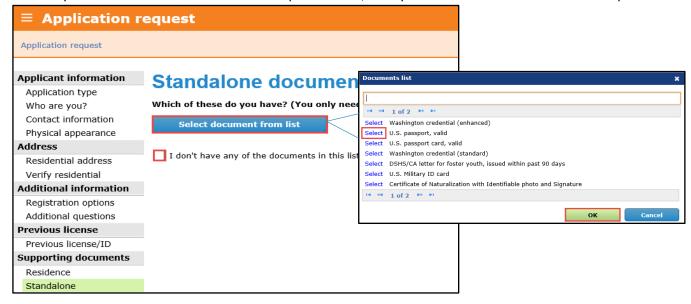




13. Enter the **Document ID** for the document you selected, if applicable, and click **Next**.

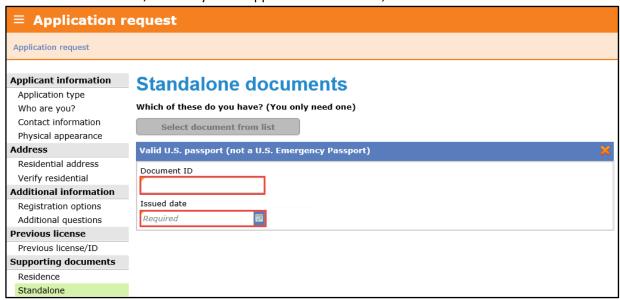


14. Click the **Select document from list** button or check the checkbox for **I don't have any of the documents in this list**, if applicable. Click the **Select** hyperlink, and click **OK** in the Documents list pop out window. If you entered your driver license information for step 12h above, then you will not have this section to complete.

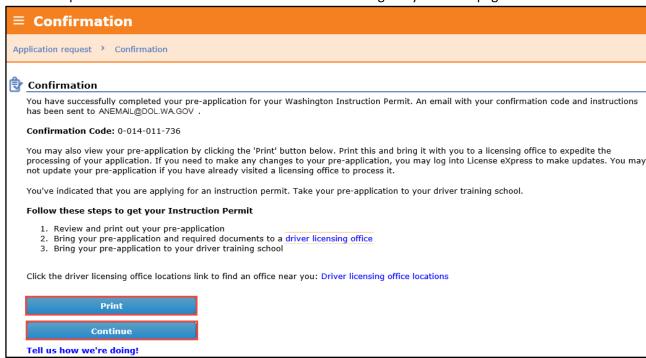




15. Enter the **Document ID**, enter any other applicable information, and click **Next**.



- 16. Review the summary page information. Click **Submit** when you are ready to proceed.
- 17. Click the **Print** button to print your pre-application. The pre-application contains your **WA state license**, **permit**, **or ID number**. The number is 12 characters and starts with the "WDL". The document will open as a PDF in a separate window or tab. Click the **Continue** button to go to your homepage.





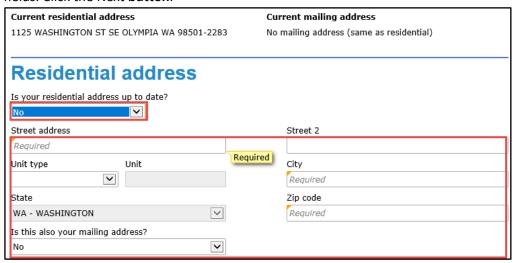
Change Your License or ID Card Address

You can change your residence address for your WA driver license, permit, or ID card. If you have a separate mailing address, you can add or change it from your license express account. There is no cost to change your address unless also request a new driver license, permit, or ID card to reflect the new address.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the **Change your address** hyperlink.



- 3. Read the What you'll need page and click Next.
- 4. Select **Yes** or **No** to the resident address up to date question. If you selected No, complete the additional fields. Click the Next **button**.

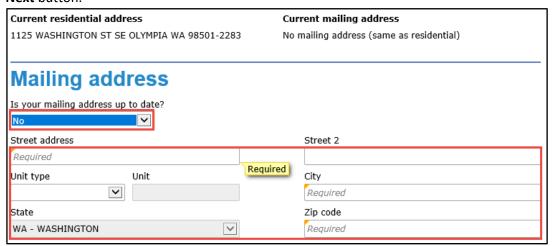


5. Confirm your address is correct and click Next.





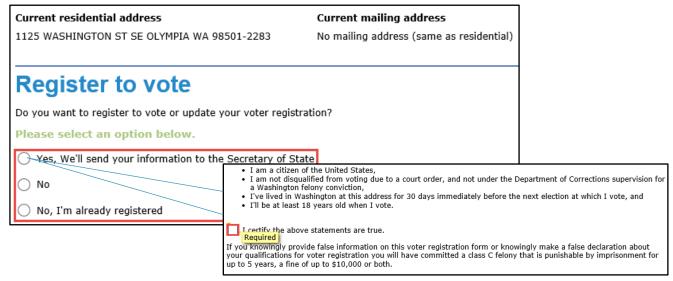
6. Select **Yes** or **No** to the mailing address question. If you selected No, complete the additional fields. Click the **Next** button.



7. Confirm your address is correct and click **Next**.



8. Select **Yes** or **No** to the Register to vote question. If you selected Yes, read the certification section, click the checkbox to **certify the statements are true and correct**, and click **Next**. If you selected No, click the **Next** button.



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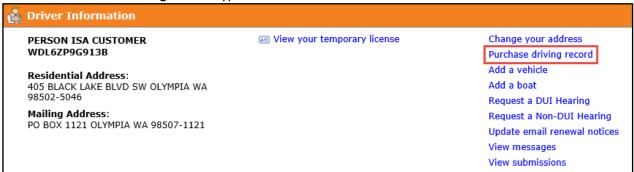
- 9. Review the summary page information. Click **Submit** when you are ready to proceed.
- 10. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your homepage.



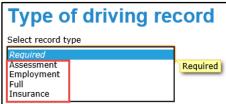
Purchase Driving Record

You can purchase you own driving record through your license eXpress account. The drive record costs \$13 and the fee is non-refundable. Once you purchase the drive record it is available for 30 days to view or print from your account.

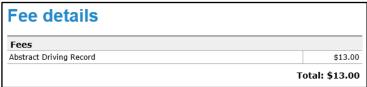
- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the **Purchase a driving record** hyperlink.



- 3. Read the What you'll need page and click **Next**.
- 4. Select the type of driving record and click **Next**.

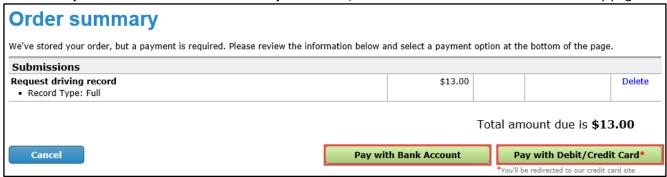


5. Review the Fee details page and click Next.



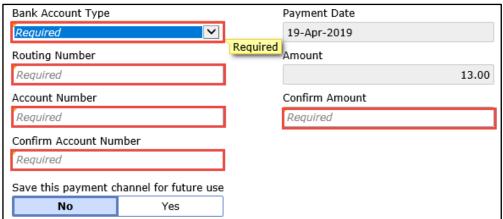


- 6. Review the summary page information. Click the **Payment** button when you are ready to proceed.
- 7. Click the Pay with Bank Account button or Pay with Debit/Credit Card button on the Order summary page.

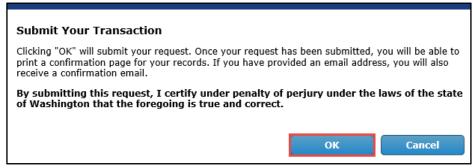


Purchase Driving Record- Pay with Bank Account

- 1. Complete the following sections and click **Submit**.
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount



2. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



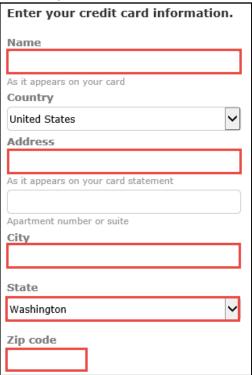


3. Click the **Print** hyperlink on the Order summary page to print the Drive Record. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



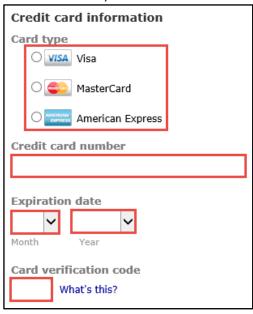
Purchase Driving Record-Pay with Debit/Credit Card

- 1. Complete the following sections and click Next.
 - a. Name (as it appears on you card)
 - b. Country
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code

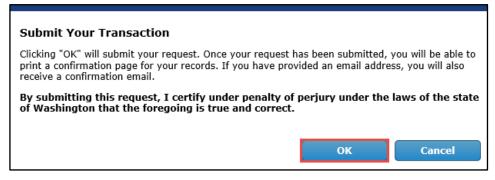




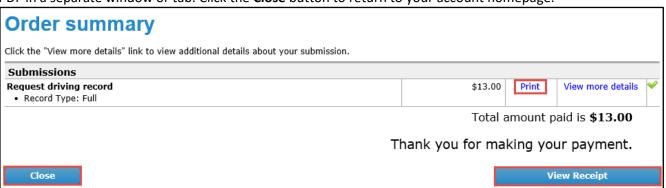
2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.



3. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



4. Click the **Print** hyperlink on the Order summary page to print the Drive Record. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.





5. Click the **View your purchased driving record** hyperlink if you need to access the drive record again. You have 30 days from the date of purchase to access the record.



Add a Vehicle to your LX Account

If you are the registered owner of a vehicle, you can add your vehicle to your license express account.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the Add a vehicle hyperlink.



3. Select the **License Plate** or **VIN** button to search. Enter the license **Plate** # or **Vehicle Identification Number** (VIN) in the appropriate field and click **Next**.



- 4. Review the summary page information. Click **Submit** when you are ready to proceed.
- 5. Click the **Print** button to print your transaction confirmation or click **Continue** to return to your account homepage.



Add your Boat to your LX Account

If you are the registered owner of a boat, you can add your boat to your license express account.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the Add a boat hyperlink.



3. Select the HIN or Registration button to search. Enter the HIN or Registration # (WN#) and click Next.



- 4. Review the summary page information. Click **Submit** when you are ready to proceed.
- 5. Click the **Print** button to print your transaction confirmation or click **Continue** to return to your account homepage.

Request a DUI Hearing

You can request a DUI hearing online if it has been **7 days or less since your arrest date**, you complied with or refused a breathalyzer test at the time of your arrest, and you have a Washington state driver license. The DUI hearing has a **non-refundable fee of \$375**. If you have financial difficulties, you can apply for a waiver.

- 1. Login to License eXpress secure.dol.wa.gov.
- Click the Request a DUI Hearing hyperlink.

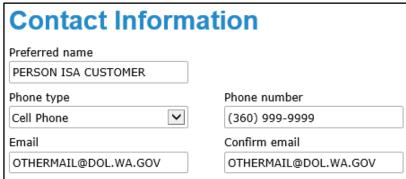


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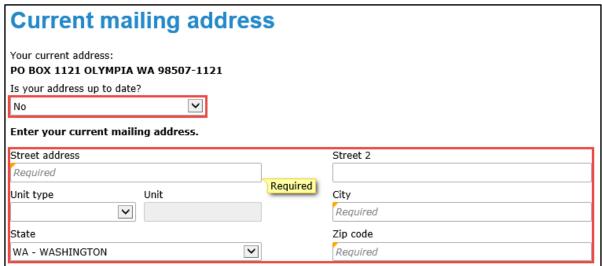
- 3. Read the What you'll need page and click the **Next** button.
- 4. Select **Yes** or **No** for the contact information up to date question and click **Next**. If you select No, you can update the contact information on the next screen.



5. Enter the new contact information, if applicable, and click the **Next** button.



6. Select **Yes** or **No** for the address up to date question and click **Next**. If you select No, enter your new mailing address.

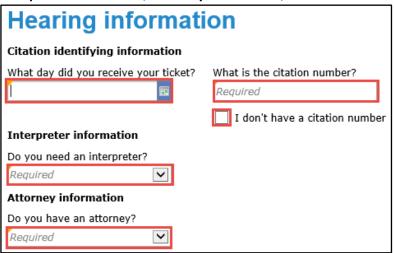




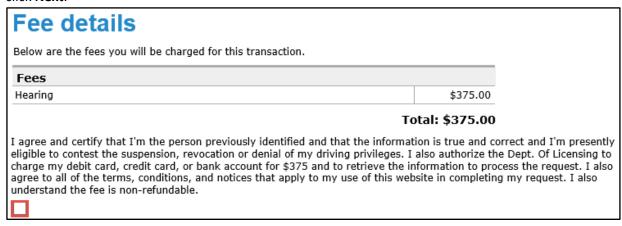
7. Click the **button** to verify the mailing address and click **Next**.



8. Enter **Ticket date**, enter **Citation number** or click the checkbox for **I don't have a citation number**, enter **Interpreter information**, **Attorney information**, and click **Next**.



Review the Hearing fee, read the certification statement, click the checkbox to agree to the statement, and click Next.



10. Review the summary page information. Click Payment when you are ready to proceed.

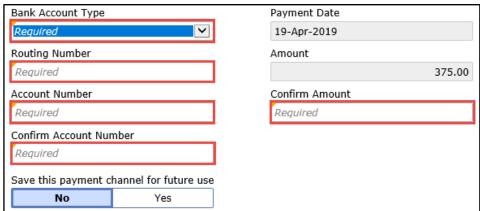


11. Click the Pay with Bank Account button or the Pay with Debit/Credit Card button.

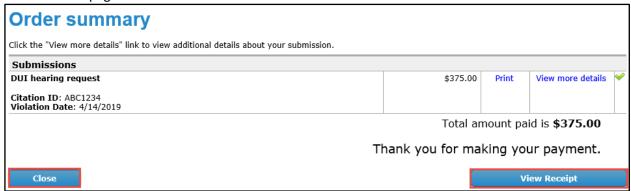
Order summary							
We've stored your order, but a payment is required. Please review the information below and select a payment option at the bottom of							
Submissions							
DUI hearing request		\$375.00			Delete		
Citation ID: ABC1234 Violation Date: 4/14/2019							
	Total amount due is \$375.00						
Cancel	Pay wi	th Bank Account	Pā	y with Debit/Credi	it Card*		
			*You'll b	e redirected to our credit o	ard site		

DUI Hearing- Pay with Bank Account

- 1. To Pay with Bank Account complete the following sections and click **Submit**.
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount



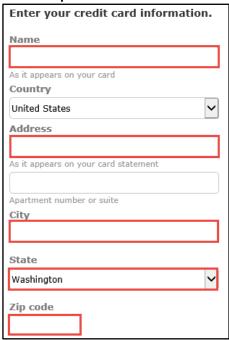
2. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



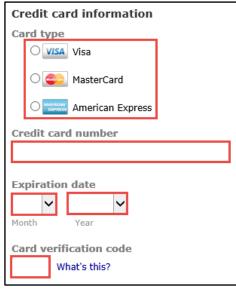


DUI Hearing- Pay with Credit Card/Debit Card

- 1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
 - a. Name (as it appears on you card)
 - b. Country
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code



2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter Card verification code, and click Submit.





3. Click the **View Receipt** button to view or print your receipt. Your computer settings must allow pop ups as the drive record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



Request a Non DUI Hearing

You can request a non DUI hearing if it has been 15 days or less since you received a notice of suspension or revocation from Department of Licensing, have a suspension/revocation notice with a letter ID, and have a WA state driver license. There is no fee for non-DUI hearings.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the Request a Non-DUI Hearing hyperlink.

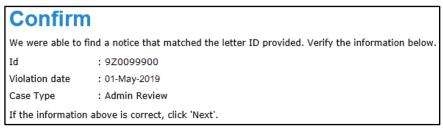


- 3. Read the What you'll need page and click Next.
- 4. Enter the Letter ID and click Next.





5. Confirm the information is correct and click **Next**.



6. Select **Yes** or **No** for the contact information up to date question and click **Next**. If you select No, you can update it on the next screen.



7. Enter the new contact information, if applicable, and click **Next**.



8. Select **Yes** or **No** for the address up to date question and click **Next**. If you select No, enter your new mailing address and click **Next**.





9. Click the **button** to verify the mailing address and click **Next**.

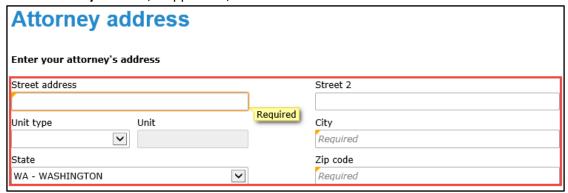


10. Select Yes or No for the following questions, complete additional information if applicable, and click Next:

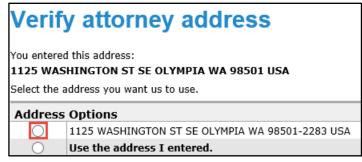
Required

- a. Do you need an interpreter?
- b. Do you have an attorney? Korean Mandarin **Hearing information** Other Punjabi Russian Samoan Interpreter information Sign Language Spanish Do you need an interpreter? What language do you need? . Tagalog Vietnamese ~ Required Required Attorney information Do you have an attorney? What is your attorney's phone number? What is your attorney's email? ~ What is your attorney's first name? What is your attorney's middle name? What is your attorney's last name?

11. Enter Attorney Address, if applicable, and click Next.



12. Click the button to verify the attorney address, if applicable, and click Next.





- 13. Review the summary page information. Click **Submit** when you are ready to proceed.
- 14. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your homepage.



Update Email Renewal Notices

You can sign up for email renewal notices for your driver license or ID card.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the **Update email renewal notices** hyperlink.



3. Select **Yes** or **No** for the email up to date guestion and click **Next**.

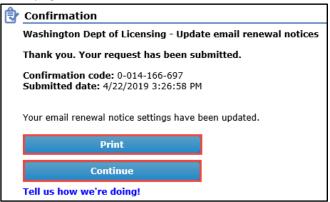




4. Enter the new Email address, Confirm email address, if applicable, and click Next.



- 5. Review the summary page information. Click **Submit** when you are ready to proceed.
- 6. Click the **Print** button to print the transaction confirmation or click the **Continue** button to continue to your homepage.



View Messages

All transactions you complete in your LX account are available to view from your homepage.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the View messages hyperlink.





3. Click the **Subject** hyperlink to view the message. Click the **Mark as Read** hyperlink or **Delete** hyperlink to complete those actions.



4. Click the **Home** hyperlink to return to your homepage



View Submissions

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the View Submissions hyperlink.



3. Click the **Title** hyperlink to view your submission.



WASHINGTON STATE DEPARTMENT OF LICENSING

4. Click the View Submission hyperlink.



5. Click the **Home** hyperlink to return to your homepage.



Renew License

You can renew your license online if you completed your last renewal in person in a Licensing Service Office and if you are between the ages of 24-70. Make sure your address is up to date before you complete a renewal.

- 1. Login to License eXpress secure.dol.wa.gov .
- 2. Click the Renew license hyperlink.

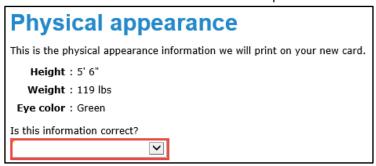


- 3. Read the What you'll need page and click the **Next** button.
- 4. Select Yes or No for the information correct question and click Next.

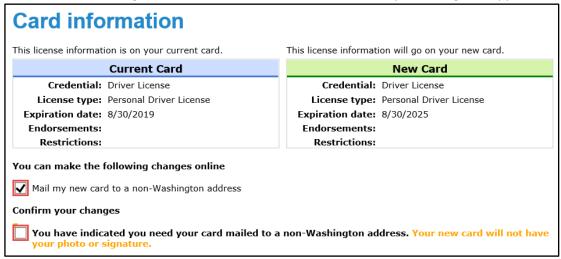




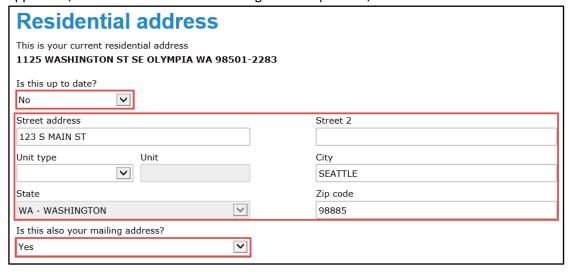
5. Select Yes or No for the information correct question and click Next.



6. Click the **Next** button to mail the card to the address on file. Alternatively, click the **checkbox** to Mail the new card to a non-Washington address, click the **checkbox** to confirm your changes, if applicable, and click **Next**.



- 7. Enter the Out of state address, if you selected the Mail my new card to a non-Washington address option in the previous step, and click **Next**.
- 8. Select **Yes** or **No** to the resident address up to date question, enter Residential address information if applicable, select **Yes** or **No** for the mailing address question, and click **Next**.

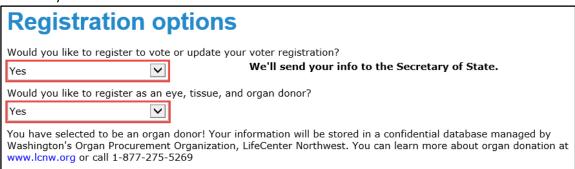


WASHINGTON STATE DEPARTMENT OF

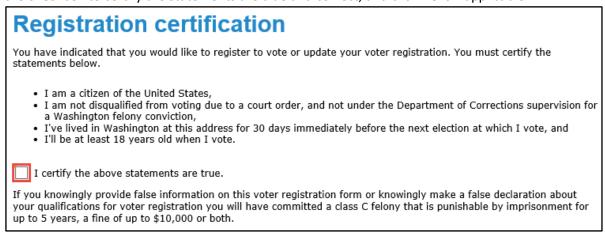
9. Verify the residential address is correct and click the **Next** button.



- 10. Select **Yes** or **No** to the following questions and click **Nex**t.
 - a. **Would you like to register to vote or update your voter registration?** If Yes, we will send your information to Secretary of the State.
 - b. **Would you like to register as an eye, tissue, and organ donor?** If Yes, your information will be stored by LifeCenter Northwest.



11. If you selected Yes on the previous page to the register to vote question, read the certification section, click the **checkbox** to certify the statements are true and correct, and click **Next** if applicable.

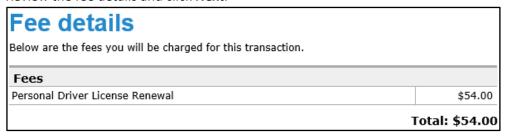


12. Enter your mother's maiden name and click Next.

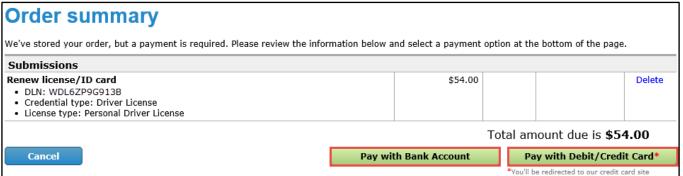




13. Review the fee details and click Next.

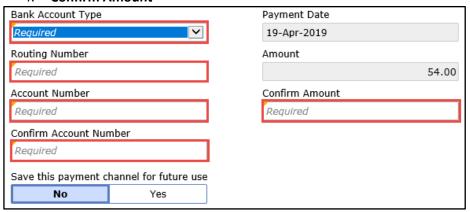


- 14. Review the summary page information. Click Payment when you are ready to proceed.
- 15. Click the Pay with Bank Account button or Pay with Debit/Credit Card button.



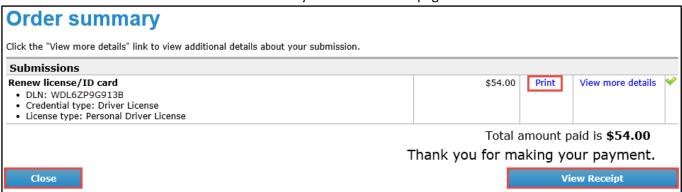
Renew License- Pay with Bank Account

- 1. To Pay with Bank Account complete the following sections and click **Submit**:
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount





2. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

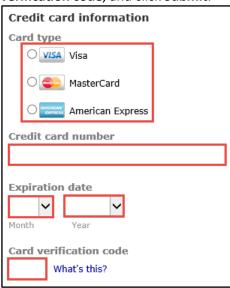


Renew License- Pay with Credit Card/Debit Card

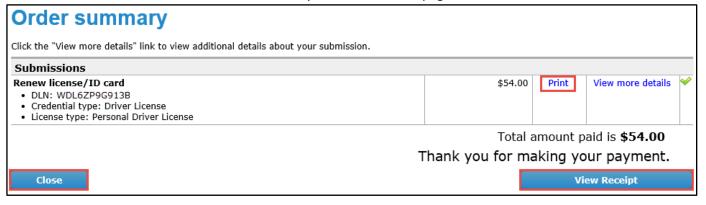
- 1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
 - a. Name (as it appears on you card)
 - b. Country
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code



2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.



3. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.





Replace your License

The replacement license fee is \$20. You can order a replacement license online up to 3 times a year. If your license expires within 3 months, you will need to renew it instead.

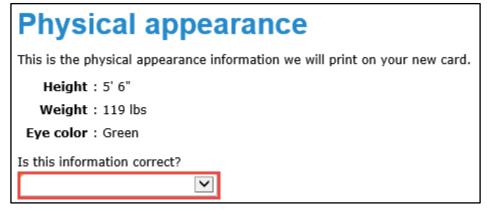
- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the Replace license hyperlink.



- 3. Read the What you'll need page and click the **Next** button.
- 4. Select **Yes** or **No** for the information correct question and click **Next**.

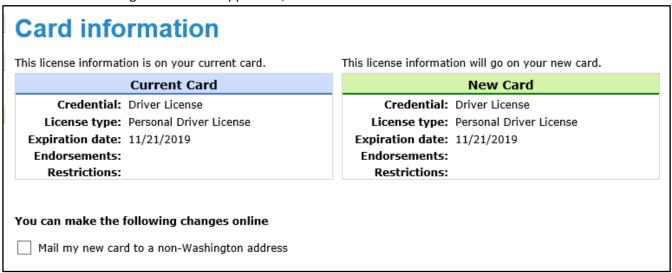


5. Select **Yes** or **No** for the information correct question and click **Next**.





6. Click the **Next** button to mail the card to the address on file. Alternatively, click the **checkbox** to Mail the new card to a non-Washington address if applicable, and click **Next**.



- 7. Answer the following questions and click Next.
 - a. Is your ID/Instruction Permit/License in you possession?
 - b. Reason for replacement



- 8. Select **Yes** or **No** to the following questions and click **Next**.
 - a. Is this up to date?
 - b. Is this also your mailing address?





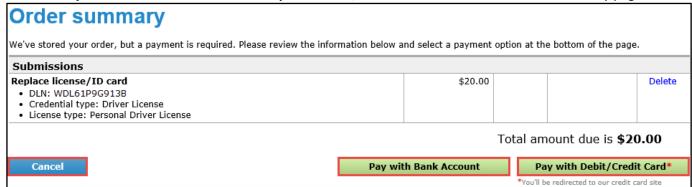
- 9. Select **Yes** or **No** to the following questions and click **Next**.
 - a. Would you like to register to vote or update your voter registration?
 - b. Would you like to register as an eye, tissue, and organ donor?

Registration options
Would you like to register to vote or update your voter registration? No
Would you like to register as an eye, tissue, and organ donor?
Yes 🔻
You have selected to be an organ donor! Your information will be stored in a confidential database managed by Washington's Organ Procurement Organization, LifeCenter Northwest. You can learn more about organ donation at www.lcnw.org or call 1-877-275-5269

10. Review the fee details and click Next.



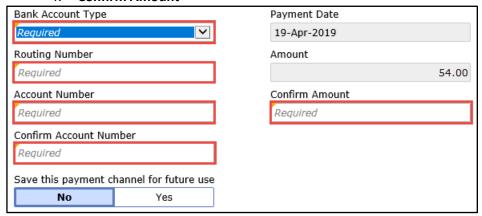
- 11. Review the summary page information. Click the **Payment** button when you are ready to proceed.
- 12. Click the Pay with Bank Account button or Pay with Debit/Credit Card button on the Order summary page.



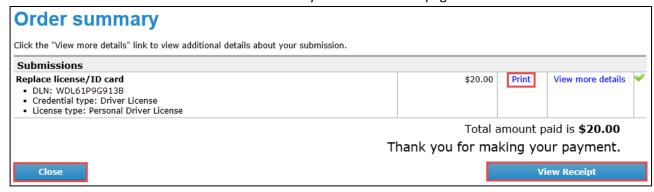


Replace License- Pay with Bank Account

- 1. To Pay with Bank Account complete the following sections and click **Submit**.
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount



2. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



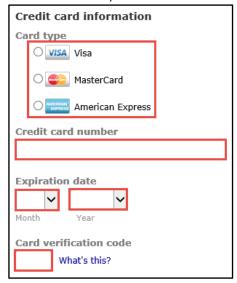


Replace License- Pay with Credit Card/Debit Card

- 1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
 - a. Name (as it appears on you card)
 - b. Country
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code

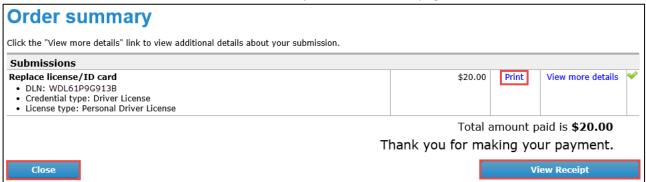


2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.





3. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



Renew Your Vehicle Tabs (Registration)

You can renew your tabs as early as 6 months before they expire. You can renew online if the tabs are expired for less than 12 months. You will need to visit your local <u>Vehicle Licensing Office</u> if the tabs expired longer than 12 months. If you've recently moved <u>Change your Vehicle Address</u> before you renew your registration.

- 1. Login to License eXpress <u>secure.dol.wa.gov</u>.
- 2. Click the **Renew tabs** hyperlink for the vehicle you would like to renew.



- 3. Read the What you'll need page and click Next.
- 4. The vehicle information displays. Click the **Next** button.

If this is the correct vehicle select Next, or select Back to edit.	
Plate/decal/metal tag	ABC1234
VIN	1A23B4C56D7891011
Vehicle	2014 CADI XTS

5. Click **Yes** or **No** for the address up to date question and click **Next**. If you selected No, <u>change your vehicle</u> <u>address</u> then restart this process.

Is your address up to date? To protect your privacy, we don't display your address. Yes, it's up to date. No, I've moved and need to update it. Selected Vehicle 2014 CADI XTS Plate: ABC1234 VIN: 1A23B4C56D7891011 Current expiration date: Sep 17, 2019 Fee detail: \$68.75 Show fee details

6. Click **Yes** or **No** to buy a discover pass (\$30 fee) and click **Next**.

Would you like to buy a Discover Pass? Your ticket to Washington's great outdoors

This pass provides 12 months access for 2 vehicles

- You'll have access to all WA state parks and managed recreation lands: trailheads, heritage sites. And water-access points.
- Discover Pass expires 12 months from the purchase date.
- · Hangs from your rear view mirror.
- · Can be used for 2 vehicles (one at a time).
- · Other purchase options (additional fees may apply):
 - · Online: DiscoverPass.wa.gov
 - In person: In Person: At retail stores that sell hunting and fishing license or some State Parks offices.
 - Phone: 1-866-320-9933.

If you already have a pass and you want to purchase this before your current pass expires the new pass will expire 12 months from the date you are currently purchasing it. The Discover Pass vendors can't change the expiration date.

Yes, please add \$30 to my fees.
A State Parks vendor will mail your pass.
No, I'm not interested at this time or I already have one.

Selected Vehicle

2014 CADI XTS Plate: ABC1234

VIN: 1A23B4C56D7891011

Current expiration date: Sep 17, 2019

Fee detail: \$68.75 Show fee details

7. Click the mailed option or pick up option and click Next.

How would you like to get your tabs? I'd like them mailed by the office I select. The office you select will mail within 5 business days. I'll pick them up at the office I select. Your items should be ready when you arrive.

Selected Vehicle

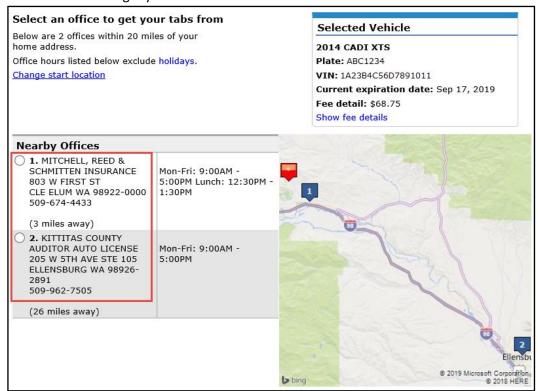
2014 CADI XTS Plate: ABC1234

VIN: 1A23B4C56D7891011

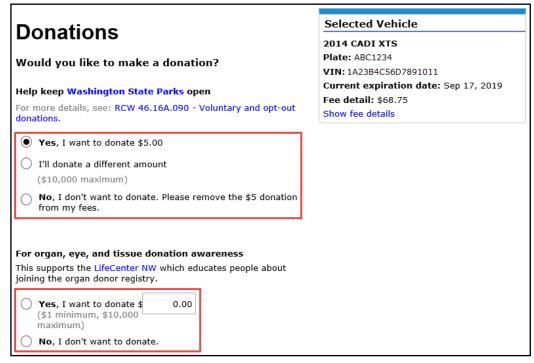
Current expiration date: Sep 17, 2019

Fee detail: \$68.75 Show fee details

8. Select the office to get your tabs from and click Next.

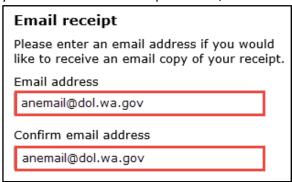


9. Click **Yes** or **No** to donate to Washington State Parks. Click **Yes** or **No** to donate to organ, eye, and tissue donation awareness, and click **Next**.

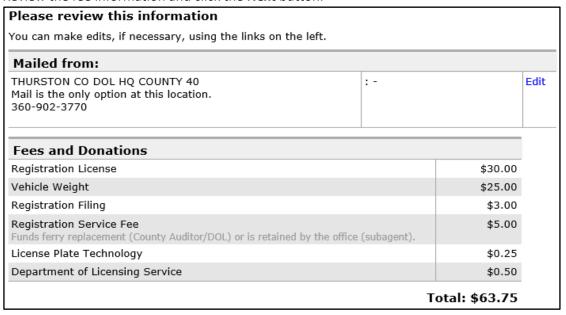




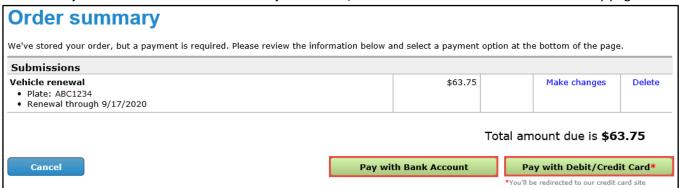
10. Enter the **Email address** to receive a copy of your receipt emailed, **Confirm email address**, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.



11. Review the fee information and click the Next button.



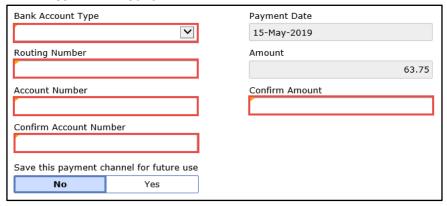
- 12. Review the summary page information. Click **Payment** when you are ready to proceed.
- 13. Click the Pay with Bank Account button or Pay with Debit/Credit Card button on the Order summary page.





Vehicle Registration- Pay with Bank Account

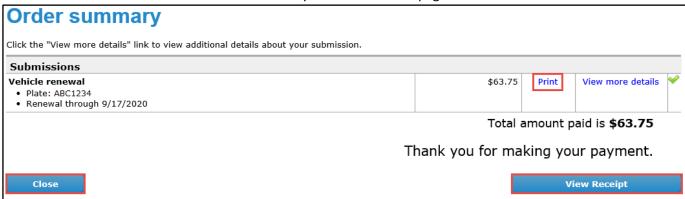
- 1. To Pay with Bank Account complete the following sections and click **Submit**.
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount



2. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



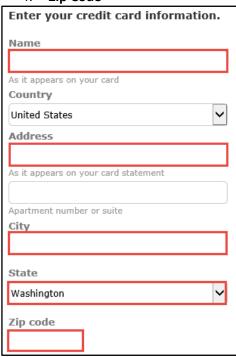
3. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



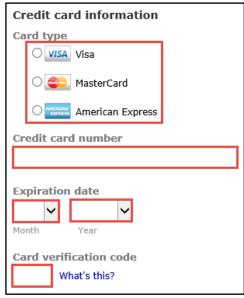


Vehicle Registration- Pay with Credit Card/Debit Card

- 1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
 - a. Name (as it appears on you card)
 - b. Country
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code

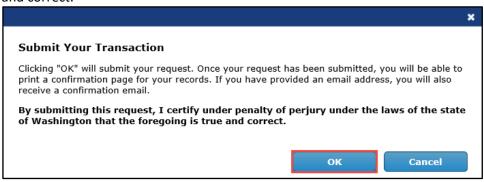


2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.





3. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



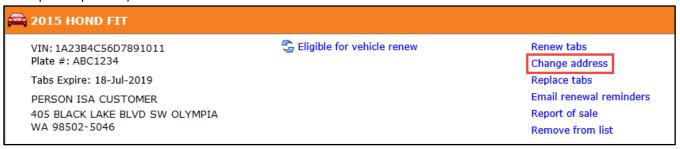
4. Click the **View Receipt** button to view or print your receipt or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



Change your Vehicle Address

The registered owner of a vehicle or vessel can change their vehicle/vessel address online.

- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the **Change address** hyperlink for the appropriate vehicle or vessel. (Change your Driver License Address is a separate process).

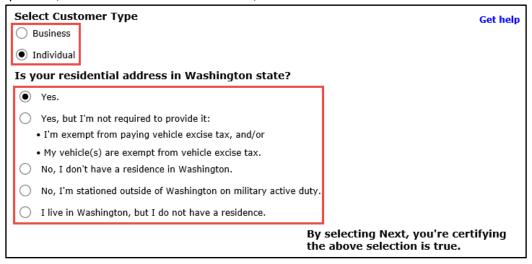


3. Read the What you'll need page and click Next.

4. Verify the correct vehicle or boat displays and click Next.

Verify the selected vehicles and boats			
Selected vehicles and boa	its		
2015 HOND FIT	ABC1234		

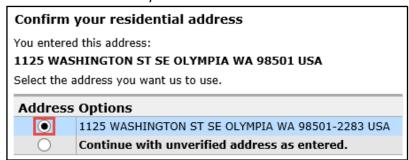
5. Select the **Customer Type**, select the correct answer to the **residential address in Washington state** question, read the certification statement, and click **Next**.



6. Enter the residential address information and click Next.



7. Click the **button** to verify the address and click **Next**.



8. Click the Same as residential address checkbox or enter your mailing address and click Next.



9. Enter your **Email address** if you would like an email confirmation of the change, **Confirm email address**, and click **Next**. If you do not want a confirmation emailed, leave the fields blank and click the **Next** button.



10. Review the summary page information. Click **Submit** when you are ready to proceed.



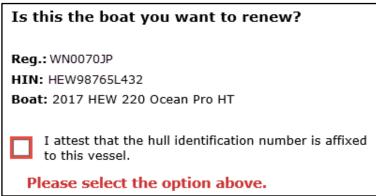
Renew Your Boat Decals

All boat registrations expire on June 30. You can renew your boat 6 months before the renewal date. If you have not used your boat in the previous year, you can renew after it's expired, as long as it's been expired less than 12 months.

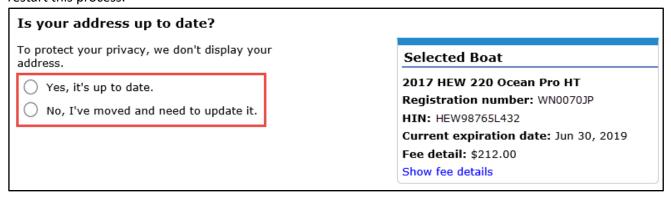
- 1. Login to License eXpress secure.dol.wa.gov.
- 2. Click the **Renew decals** hyperlink for the boat you would like to renew.



- 3. Read the What you'll need page and click Next.
- 4. Review the boat information, click the **checkbox** to attest, and click **Next**.



5. Click **Yes** or **No** if your address is up to date, and click **Next**. If you selected No, update your address then restart this process.

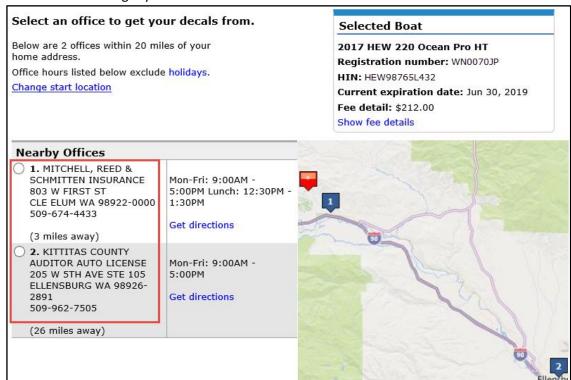




6. Click the mailed option or pick up option and click Next.



7. Select the office to get your decals from and click Next.



8. Click **Yes** or **No** to donate Grays Harbor Historical Seaport and the Steamer Virginia V Foundation, and click **Next**.

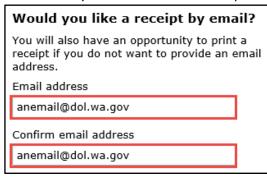




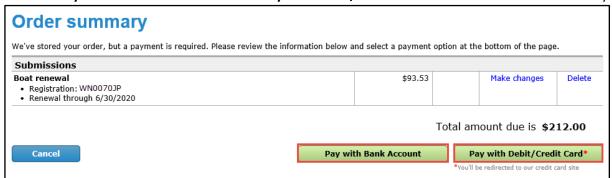
9. Review the fee information and click the **Next** button.



10. Enter the **Email address** where you would like a copy of your receipt emailed, **Confirm email address**, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.



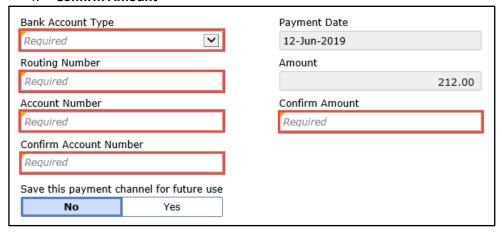
- 11. Review the summary page information. Click the **Payment** button when you are ready to proceed.
- 12. Click the Pay with Bank Account button or Pay with Debit/Credit Card button on the Order summary page.



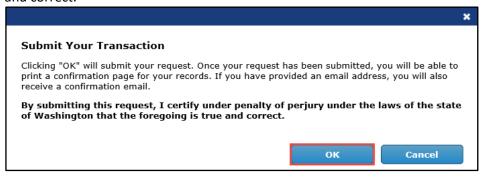


Vessel Registration- Pay with Bank Account

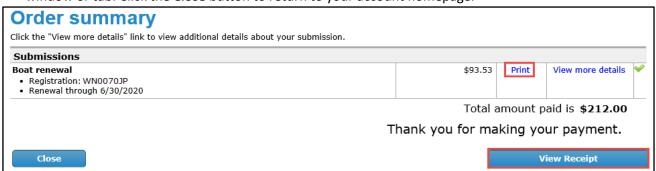
- 1. To Pay with Bank Account complete the following sections and click **Submit**.
 - a. Bank Account Type
 - b. Routing Number
 - c. Account Number
 - d. Confirm Account Number
 - e. Save this payment channel for future use
 - f. Confirm Amount



2. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



3. Click the **View Receipt** button to view or print your receipt, or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.





Vessel Registration- Pay with Credit Card/Debit Card

- 1. To Pay with Debit/Credit Card complete the following sections and click **Next**.
 - a. Name (as it appears on you card)
 - b. **Country**
 - c. Address (as it appears on your card statement)
 - d. City
 - e. State
 - f. Zip Code

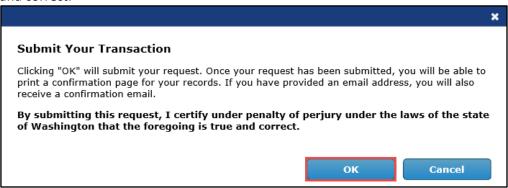


2. Select the Card Type, enter Credit Card number, enter Expiration Month and Year, enter the Card verification code, and click Submit.





3. Read the information in the dialog box. Click **OK** to certify under penalty of perjury that the foregoing is true and correct.



4. Click the **View Receipt** button to view or print your receipt or click the **Print** hyperlink to print your temporary license. Your computer settings must allow pop ups as the receipt will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

